

Item #	Task	Disposition	Action Officer	Status (as of 5/30/2006)
1	Ms. Weaver going to capture who is doing training purchases w/ travel card and will send something out	OHCM Policy issue	Weaver	Open
2	How will ratifications be handled	Tentatively: Ratifications will be in hands of centers and if they decide to ratify, NSSC will pay it via a submitted a 1735. Need to fully define what ratification is (unapproved bill coming from vendor for reimbursement when learner was not authorized to attend). <u>Need to further define process and vet with Centers.</u>	Sweigart	Open
3	*Training Office/Training Coordinator validator of costs within budget	Process flow change	McCann	Completed
4	How are un-Costed obligations handled? Who is going to be responsible for "clean up"?	Can't put expiring money in p card after July 22. No clean-up issue. Sweigart to comm this to CTO's. Further discussion required.	FM/B&A	Open
5	What is the modification process?	For subs, tentative agreement to use new 1735 (see line 10). For non-subs: Email goes from employee to CTO to NSSC. McCann to update process flow with agreed upon process.	McCann	Open
6	*Add in SDG, wording regarding mods involving subs, first item sub, tracking item, and replacement employee.	Process flow change	McCann	Completed
7	Are text books reimbursable? If so, by whom?	We reimburse, for those Centers that allow it (where 1735 authorizes for books). Would want a data call if we open it to all centers in order to prep for workload.	Wolfe	Completed
8	When funding came over to NSSC, did it include textbooks?	Yes.	Wolfe	Completed

9	Are subs (where new 1735 is submitted) considered additional transactions for chargeback?	Concern over cost for submitting new 1735.	FM/B&A	Open
10	What constitutes a complete 1735 package?	Need to comm to CTO's	McCann	Completed
11	Need to add to "complete package" sample to indicate all the required fields		McCann	Open
12	What funding code requirements are required for 1735?	Claify what box to put it in 1735. Suggestion to Centers to use it for reporting purposes; but left to Centers to determine.	McCann	Completed
13	*Delete last bullet on page 4	Process flow change	McCann	Open
14	*Tell who faxes documents in flow on page 2	Process flow change	McCann	Open
15	What is the definition of expedite?	To be addressed after Stennis pilot. Already communicated (48 hours).	McCann	Completed
16	GRC has a database that helps reconcile bank card statements. Will NSSC use that database?	Vicki Hagerman is POC for what this db consists of. Sweigart looking into it.	Sweigart	Open
17	Get presentations and forms loaded on web		Hylton	Open
18	Get additional Q&A's gathered from "face to face" loaded on web		Hylton	Open
19	Change section A on RDSS form to "Completed by learner and submitted by Center Training Office?"		Sweigart	Open
20	Change section B (check box #1), getting rid of everything from "...and this course"		Sweigart	Open
21	Need to research how we handle attendance at NASA events where learners are charged	Determine what is legal in respects to these type of conference fees.	Weaver	Open
22	Need to investigate how we can earmark funds for particular individuals for fellowships or the like	OHCM Policy issue	Weaver	Open
23	Can NSSC merge P-card report data w/ SATERN report data via catalogs in Brio or Actuate	Get w/ NSSC IT and Marshall on integration issue	Jackson	Open
24	Break down reports from P-card by type of training and session # which is captured in 1735	Get w/ NSSC IT on integration issue	Jackson	Open

25	Decision on how we validate grades. Policy decision from OHCM.	OHCM Policy issue. Centers agreed that they want Agency policy to define what a passing grade is and what recourse NASA has if student doesn't have passing grade.	Weaver	Open
26	Program \$'s are not captured in WCF. Will Centers ever get to report on that data?	Looking at way for NSSC to accept program specific funds. Need to stress that Centers still include costs and prepaid in 1735.	Wolfe	Open
27	*Add step in FM process flow to show 1164 going to CTO then NSSC FM.	Process flow change	McCann	Open
28	Do CTOs need to sign off on 1164? If so, why? Can we use 1735 to verify reimbursement is OK?	No. CTO's (or designated official) must sign off on 1164.	Green	Completed
29	Verify why center is parking document in SAP. Why isn't NSSC doing whole process?	NSSC going to do both. Need to comm to CTOs	Green	Completed
30	For failed or incomplete courses and employee writes a check, how is it processed?	NSSC will work on process steps. Funds must go back to WCF and checks will come to NSSC.	Wolfe	Open
31	Need to verify if Centers have access to reports out of Business Warehouse to pull data based on fund.	Teri Green looking to see if Centers have this access and if so, then communicate it to Centers.	Green	Open
32	Are costs captured in SATERN by center? Centers need some sort of control mechanism to ensure training doesn't go over budget.	Need to determine if it is, if we can stratify by "stop" "start" dates. Sean drafted report and is submitting form to get it pushed to the server.	McCann	Open
33	Place headers on SDG's to clarify what function the process resides at.	Process flow change	McCann	Open
34	For reimbursement, center FM does not need to be involved. Remove from flow and replace w/ CTO.	Process flow change	McCann	Completed
35	*Replace "employee" with "learner"	Process flow change	McCann	Completed
36	Word notice to tell employees how to complete the training evaluation	May want to add a phrase stating "you may be required to repay the course cost if you do not complete the evaluation". Send word change to Dennis Conrad.	McCann	Open

37	Add second notification to process to ensure employee receives multiple notifications to complete evaluation		McCann	Open
38	Look into providing reports that compare Centers to each other in terms of dropped classes, incompletes, etc.		Hylton	Open
39	*Learner Management Division on page 9. What is that? CTO? Need to change verbiage.	Flow chart change. Should change verbiage to "Leadership Management Course". Add in tips, "For those LMC's treated as Off-Site courses...."	McCann	Open
40	Update registration notice to say "you have to attend or may be required to repay..."	Dennis Conrad and Melissa Wofford working this issue.	Conrad	Open
41	Need to have a process established to recoup funds		Green	Open
42	Looking at adding question to evaluation where learner verifies that they attended	Need to get w/ Conrad on how we make change in SATERN	McCann	Open
43	Need to float the wording by the program managers for the LMC courses	Work w/ HQ's to ID program managers	Hylton	Open
44	*Strike email to learner and the tip on page 9 Step 6	Process flow change	McCann	Open
45	*Delete metric that requires 98% accuracy from Centers	Process flow change. Need to inform Irwin.	McCann	Open
46	*Change metric to say "within 5 business days of complete package..."	Process flow change. Need to inform Irwin.	McCann	Open
47	Need to determine if NSSC is on deck on altering training histories.	Level 3's or Level 1's can alter training history. Initial take is that yes, we are so long as they are changes to recent courses and not past courses taken at previous agencies or the like.	Hylton	Open
48	Need to look at possibility for loading historical training data	Need to estimate workload and bounce off contract personnel	Hylton	Open
49	*Add WebTADS as associated system in SDG as well as FPPS		McCann	Open
50	Who maintains ISO quality records for training purchases	SATERN serves as process data-bank. NSSC TechDoc will house training request associated documents.	Hylton	Completed

51	Develop cheat-sheet for what NSSC needs in 1735 comments block	Get w/ CM team to incorporate these changes w/ what that team is working	McCann	Open
52	*Add note in SDG that center will be notified when reimbursement takes place		Hylton	Open